

STATE OF NEW JERSEY



COUNTY CLERK/REGISTER OF DEEDS

C100000-903

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000SCHEDULE NUMBER
903PAGE NUMBER
1 OF 22DEPARTMENT
County Clerk/Register of Deeds

DIVISION

BUREAU

AGENCY REPRESENTATIVE
M. DEAN HAINES, PRESIDENT
COUNTY OFFICERS ASSOCIATION
OF NEW JERSEY

TITLE

(AREA CODE) TELEPHONE NUMBER 732-929-2018

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

12/03/98

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

22 OCT 1998

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0001-0000

Accounting Records

0001-0001

Journal - General

Permanent

Permanent

0001-0002

Ledger - General

Permanent

Permanent

0001-0003

Journal - Subsidiary

6 yrs

Destroy

0001-0004

Ledger - Subsidiary

6 yrs

Destroy

0001-0005

Receipts and Disbursements - General

6 yrs

Destroy

0001-0006

Receipts and Disbursements - Subsidiary

6 yrs

Destroy

0001-0007

Receipts

6 yrs

Destroy

0002-0000

Admissions to the Bar, Notices of Intention to
Apply for Such Admissions

1 yr*

Destroy

*Retention period prescribed by law. NJSA
47:3-9(a).

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

2 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0003-0000

Alcoholic Beverage Records

0003-0001

Applications for Alcoholic Beverage (I.D.)
Control Cards

3 yrs

Destroy

0003-0002

Certified Copy of Retail Sales Referendum
Resolution NJSA 33:1-47.1

3 yrs after
submission

Destroy

0003-0003

Register or Index

Permanent

Permanent

0004-0000

Appeals

Notices from local criminal courts, and other
papers incidental thereto, where such appeals
were not disposed of by specific court action.
*Retention period prescribed by law. NJSA
47:3-9(b).

5 yrs*

Destroy

0005-0000

Bonds

0005-0001

Bonds Given as Bail and Recognizances in
Connection With or in Lieu of Bail
Includes: bonds taken by sheriffs, original
filing instruments, recognizance registers,
sheriffs' bonds books, orders to discharge,
and indexes thereto. *Retention period
prescribed by law. NJSA 47:3-9(d).

6 yrs and after
docketing*

Destroy

0005-0002

Bonds - Under Order of Filiation

*Retention period prescribed by law. NJSA
47:3-9(e).

20 yrs*

Destroy

0005-0003

Certificates of Examination of Officer's Accounts
Including original filing instruments and
indexes thereto.

5 yrs after
termination of
office

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
3 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0005-0004	Surety Bonds for County and Municipal Officers Includes: sheriffs, surety bonds, original filing instruments, registry books, and indexes thereto.	2 yrs after termination of office		Destroy
0005-0005	Warrants for the Cancellation or Discharge of Filed Bonds	6 yrs after discharge and filing		Destroy
0006-0000	Building Contracts			
0006-0001	Contracts, Plans, and Specifications for the Construction of Buildings and Other Structures Except for Public Buildings, and Indexes Thereto. *Retention period prescribed by law. NJSA 47:3-9(b).	10 yrs after termination of contract*		Destroy
0006-0002	Contracts, Plans, and Specifications - Public Buildings	Permanent		Permanent
0007-0000	Certificates of Authority Filed by Insurance and Bonding Companies *Retention period prescribed by law. NJSA 47:3-9(f).	6 yrs*		Destroy
0008-0000	Convictions of Disorderly Persons *Retention period prescribed by law. NJSA 47:3-9(i).	5 yrs*		Destroy
0009-0000	Depositions Which are Not Within the Scope of Any Applicable Court Rule and Which do not Pertain to any Pending Court Action or Proceeding. *Retention period prescribed by law. NJSA 47:3-9(k).	10 yrs*		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
4 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0010-0000	Election Records			
0010-0001	Annual Report (Form R-2)	5 yrs after election		Destroy
0010-0002	Ballots - Used and Unused NJSA 19:18-7	2 yrs after election		Destroy
0010-0003	Candidate Designation and Certification of Joint Campaign Fund (Report of Contribution and Expenditures - Short Form (Form SR-1) *Retention period prescribed by law. NJSA 47:3-9(m).	5 yrs after election*		Destroy
0010-0004	Certified List of Absentee Ballot Original maintained by County Boards of Election.	2 yrs after election		Destroy
0010-0005	Certified Statements From Municipal Clerks of Public Offices to be Filled NJSA 19:12-6	2 yrs after election		Destroy
0010-0006	Designation of Campaign Treasurer and Depository (Form D-1) *Retention period prescribed by law. NJSA 47:3-9(m).	5 yrs after election*		Destroy
0010-0007	Designation of Campaign Treasurer and Depository (Form D-2) *Retention period prescribed by law NJSA 47:3-9(m).	5 yrs after election*		Destroy
0010-0008	Election District Maps and Re-adjustments Thereto Submitted by county boards of election or municipality.	3 yrs after updated		Destroy
0010-0009	Election Officials' Statements of Dissent NJSA 19:6-29	2 yrs after election		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

5 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0010-0010

Notice from Secretary of State of Officers
to be Elected and Public Questions to be
Submitted NJSA 19:12-1

2 yrs after
election

Destroy

0010-0011

Original Voter Registry Lists
Original maintained by County Boards of
Election NJSA 19:31-18.3.

2 yrs

Destroy

0010-0012

Primary Election Records - Petitions
*Retention period prescribed by law. NJSA
47:3-9(m), NJSA 19:18-7.

5 yrs after
election*

Destroy

0010-0013

Report of Contribution and and Expenditures
7 Days Before Election (Form R-1)
*Retention period prescribed by law. NJSA
47:3-9(m).

5 yrs after
election*

Destroy

0010-0014

Report of Contributions and Expenditures
15 Days After Election (Form R-1)
*Retention period prescribed by law. NJSA
47:3-9(m).

5 yrs after
election*

Destroy

0010-0015

Report of Contributions and Expenditures
25 Days Before Election (Form R-1)
*Retention period prescribed by law. NJSA
47:3-9(m).

5 yrs after
election*

Destroy

0010-0016

Report of Contributions and Expenditures
60 Days After Last Post-Election Report (Form R-1)
*Retention period prescribed by law. NJSA
47:3-9(m).

5 yrs after
election*

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

6 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0010-0017

Report of Contributions Exceeding \$10 for Candidates Filing Sworn Statement (Form A-1) or Committees Supporting Candidates Who File (Form A-1) Statements of Campaign Managers and Treasurers (Form C-1)
*Retention period prescribed by law. NJSA 47:3-9(m).

5 yrs after election*

Destroy

0010-0018

Report of Contributions Exceeding \$10 for Candidates Filing Sworn Statement (Form A-1) or Committees Supporting Candidates Who File (Form A-1) Sworn Statement (Form C-1)
*Retention period prescribed by law. NJSA 47:3-9(m).

5 yrs after election*

Destroy

0010-0019

Sample Ballots (Original)

Permanent

Permanent

0010-0020

Sample Ballot (Copies)

Periodic review

Destroy

0010-0021

Statements of Canvass, Primary Elections
*Retention period prescribed by law. NJSA 47:3-9(m), NJSA 19:19-2.

5 yrs after election*

Destroy

0010-0022

Tally Sheets Submitted by Clerks of Election, Primary Elections
*Retention period prescribed by law. NJSA 47:3-9(m), NJSA 19:16-8.

5 yrs after election*

Destroy

0010-0023

Voting and Vote Counting Records Including Certified Statements of Results of Vote Counts. *Retention period prescribed by law. NJSA 19:17-2, NJSA 47:3-9(m).

5 yrs after election*

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
7 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0011-0000	Executions Returned by the Sheriff, Both Satisfied and Unsatisfied *Retention period prescribed by law. NJSA 47:3-9(m).	20 yrs and provided notation thereof on the dockets*		Destroy
0012-0000	Extradition Papers Including applications for writs of habeas corpus, except judgments. *Retention period prescribed by law. NJSA 47:3-9(o).	5 yrs*		Destroy
0013-0000	Firemen's Exempt Registers Original filing instruments and indexes thereto. Microfilm recommended. NJSA 40A:14-59.	5 yrs	70 yrs	Destroy
0014-0000	Foreclosure in REM	Permanent		Permanent
0015-0000	Incorporation and Trade Name Records			
0015-0001	Bank Mergers/Merger Agreements Original filed with Department of Banking.	1 yr after dissolution		Destroy
0015-0002	Bottle Register, Including Descriptions	Permanent		Archives
0015-0003	Bridge Companies - Certificates of Incorporation (Copy) Original filed with Secretary of State. NJSA 48:5-3.	1 yr after dissolution		Destroy
0015-0004	Certificate of Transfer of Assets Original Filing Instrument and Record Book Duplicate filed with Department of Banking. NJSA 17:12B-205.	7 yrs after dissolution		Archival review

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
8 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0015-0005	Certified Copy of Petition in Bankruptcy or Adjudication and Recorded in Deeds - Grantor and Grantee NJSA 46:16-4	1 yr after recording in deeds		Destroy
0015-0006	Change of Name Records/Mergers (Original filing instruments) NJSA 17:12B-46.	7 yrs after dissolution		Archival review
0015-0007	City Health Department Pension Fund Corporations Certificate of Incorporation, and Record Book (Copy) Original filed with Department of Insurance. NJSA 43:18-2.	1 yr after dissolution		Destroy
0015-0008	Clergymen's Societies or Confraternities and Churches - Original Certificate of Incorporation and Record Book NJSA 16:4-1	7 yrs after dissolution		Destroy
0015-0009	Credit Union Certificate of Incorporation and Record Book Original Filed With Department of Banking NJSA 19:13-29	1 yr after dissolution		Destroy
0015-0010	Development Companies - Duplicate Certificate of Incorporation Original filed with Secretary of State.	1 yr after dissolution		Destroy
0015-0011	Firemen's Relief Associations Duplicate (Copy) Certificate of Incorporation and Record Book Original filed with Secretary of State. NJSA 43:17-2.	1 yr after dissolution		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

9 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0015-0012	Firms and Partnerships Using the Designation "and Company" or "and Co." Includes: notarized statements of nature or business, full names and residences of all members, power of attorney of non-residents, certificates of true names, original processes and records thereof, certificates and records of dissolution. Duplicates filed with Secretary of State. NJSA 56:1.	7 yrs after dissolution		Archival review
0015-0013	Hospitals and Similar Institutions - Joint Agreements and Modifications (For Merger or Consolidation) and Record Book Duplicate forwarded by Secretary of State NJSA 15:10-6.	1 yr after dissolution		Destroy
0015-0014	Limited Partnerships Contains: original certificate of corporation, amendments, cancellation, and renewals thereto. NJSA 42:2-6.	7 yrs after dissolution		Destroy
0015-015	Private Schools (Copy) Duplicate Certificate of Incorporation and Record book. Original filed with Secretary of State. NJSA 15:11-10.	1 yr after dissolution		Review by Archives
0015-0016	Safe Deposit Companies (Copy) Record book. Original filed with Department of Banking. NJSA 17:14-4.	1 yr after dissolution		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
10 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0015-0017

Savings and Loan Associations (Copy)
Record Book
Original filed with Department of Banking.
NJSA 17:12B-22.

1 yr after
dissolution

Destroy

0015-0018

Street and Water Employees' Pension Fund
Corporations - Duplicate Certificate and
Record Book
Original filed with Department of Insurance.
NJSA 43:19-2.

1 yr after
dissolution

Destroy

0015-0019

Tunnel Companies - Duplicate Certificate of
Incorporation and Record Book
Original with Secretary of State.

1 yr after
dissolution

Destroy

0015-0020

Volunteer Fire Companies
Contains: original instrument and record book,
and Certificates of Revival or Extension. NJSA
15:8-11.

7 yrs after
dissolution

Review by
Archives

0016-0000

Indictments, Accusations, Information and
Complaints in the Nature Thereof, if
Prosecution is Discontinued by Entering a Nolle
Prossed or if the Defendant Charged Thereby Has
Been Convicted or Acquitted, or If the Court Has
Otherwise Disposed of the Same
*Retention period prescribed by law. NJSA
47:3-9(p).

5 yrs after
disposition*

Destroy

0017-0000

Inheritance Tax Waivers - recording Statement
of Payment or Exemption (Original)
Contains: filing instruments, registry books,
and indexes thereto. Microfilming
recommended. NJSA 54:35-9.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER	
		C100000	903	11 OF 22	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN			DISPOSITION
		AGENCY	RECORDS CENTER		
0018-0000	Institutions and Agencies, Commitments Other Than in Criminal or Lunacy Cases, Reports and Other Papers Relating to Institutions and Agencies *Retention period prescribed by law. NJSA 47:3-9(s).	30 yrs*			Destroy
0019-0000	Judgment Transcripts for Docketing *Retention period prescribed by law. NJSA 47:3-9(t).	20 yrs provided notations thereof have been entered on the dockets*			Destroy
0020-0000	Judgements, Satisfactions and Discharges and Releases of Judgments *Retention period prescribed by law. NJSA 47:3-9(u).	20 yrs provided notations thereof have been entered on the dockets*			Destroy
0021-0000	Juries, Lists of Grand and Petit Juries, and Other Papers Relating to Summoning, Impaneling and the Charging of Such Juries *Retention period prescribed by law. NJSA 47:3-9(v).	5 yrs*			Destroy
0022-0000	Licenses				
0022-0001	Fish and Game - Stubs Includes: firearm hunting, bow and arrow hunting, trapping, fishing, and family fishing. NJSA 23:3-6.	3 yrs			Destroy

DEPARTMENT OF STATE - DIVISION OF ARCHIVES AND RECORDS MANAGEMENT

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

12 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0022-0002

Fish and Game - Monthly Reports
Includes: firearm hunting, bow and arrow hunting,
trapping, fishing, and family fishing.
NJSA 23:3-6.

3 yrs

Destroy

0022-0003

Fish and Game - Licenses
Includes: firearm hunting, bow and arrow hunting,
trapping, fishing, and family fishing.
*Retention period prescribed by law. NJSA
47:3-9(x).

2 yrs*

Destroy

0022-0004

Hawkers and Peddlers (Veterans) - Applications
for and Licenses, Indexes Thereto
NJSA 45:24-9, 10

75 yrs

Archival review

0022-0005

Licenses - Practice Medicine, Surgery
Microfilm recommended. NJSA 45:9-17.

75 yrs

Archival review

0022-0006

Real Estate Brokers and Salesman List
NJSA 45:15-22
*Retention period prescribed by law.

1 yr*

Destroy

0022-0007

Hawkers and Peddlers (Exempt Firemen) -
Applications NJSA 45:24-12

3 yrs after
Issuance

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

13 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0023-0000

Liens (Original)

0023-0001

Liens

Includes: original filing instruments, claims and notices, registry books, reimbursements, certificates of discharge, release of lien claims, lien dockets and indexes thereto for: physicians' liens, hospital liens, instructional liens, welfare house liens, mechanic's liens, (including original filing instruments, claims, notices of intention, stop notices, excluding papers related to court proceedings and actions, condominium liens). *Retention period prescribed by law. NJSA 47:3-9(y)(bb).

6 yrs after
expiration*

Destroy

0023-0002

Liens - Federal Tax

**Microfilming recommended.

60 yrs **

Destroy

0024-0000

Lis Pendens

Includes: original filing instruments, registry books, and indexes thereto.

**Microfilming recommended.

60 yrs**

Destroy

0025-0000

Lists of Causes for Trial Calendars - Court Schedules

*Retention period prescribed by law. NJSA 47:3-9(z).

1 yr*

Destroy

0026-0000

Lunacy Proceedings for Commitments to Institutions Including medical and other reports relating thereto. *Retention period prescribed by law. NJSA 47:3-9(aa).

30 yrs*

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
14 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0027-0000	Maps and Atlases			
0027-0001	Commercially Prepared for Reference County Atlases Microfilm recommended.	As updated		Archives
0027-0002	Election District Maps	3 yrs after update		Destroy
0027-0003	Maps Approved for Filing (Includes Utility, Easement, Right-Of-Way Maps and Statement Maps) Cloth Print Duplicate.	Permanent		Permanent
0027-0004	Maps Approved for Filing (Including Utility, Easement, Right-Of-Way Maps and Statement Maps) Indexes	Permanent		Permanent
0027-0005	Maps Approved for Filing (Including Utility, Easement, Right-Of-Way Maps and Statement Maps) Original tracings.	3 yrs after update		Destroy
0027-0006	Maps Approved for Filing (Including Utility, Easement, Right-Of-Way Maps and Statement Maps) Prints	As updated		destroy
0027-0007	Maps Approved for Filing (Including Utility, Easement, Right-Of-Way Maps and Statement Maps) Road Vacation Maps	Permanent		Archives
0028-0000	Marriage Records (Hard Copy) Contains: original filing instruments, registry books and indexes thereto. Microfilm recommended. NJSA 26:8-41.	Permanent		Archives

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C100000	903	15 OF 22
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0029-0000	Medical Registers Contains: license to practice medicine and surgery, certified copies thereof, registers, and indexes thereto. Microfilm recommended. NJSA 45:9-17.	75 yrs		Destroy
0030-0000	Military Discharge Records (Hard Copy) Honorable discharge certificate (duplicates), in lieu of, records of service, notices of separation, and indexes thereto. Microfilm recommended. NJSA 38:25-5.	75 yrs		Destroy
0031-0000	Municipal Records (Hard Copy)			
0031-0001	Annexation Ordinances (Certified Copy) Municipal Land Annexation Microfilm recommended.	Permanent		Permanent
0031-0002	Change of Municipal Name - Certified Copy of Municipal Minutes Relative to the Same (Duplicate) NJSA 40:43-2 to 43-5	Permanent		Permanent
0031-0003	Municipal Incorporation Records Includes: incorporations, consolidations, and change of corporate names, original filing instruments, registry books, official minutes, certified abstracts, certificates of referendum results, and indexes thereto.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

16 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0032-0000

Naturalization Records

0032-0001

Naturalization Records
Includes: petition record of intention and
military petitions - original filing instruments,
register books, and indexes thereto
Microfilm recommended. NJSA 2A:53.

Permanent

Permanent

0032-0002

Naturalization Certificate Stub (N-550)

1 yr after
naturalization

Destroy

0032-0003

Passport Transmittal Description Sheets/Notice
of Preliminary Naturalization Hearing
Used to generate Certificate of Naturalization.

2 months after
naturalization or
2 months after
release by court
order

Destroy

0033-0000

Notary Public Certificates and Qualifying Papers
and Registers

*Retention period prescribed by law. NJSA
47:3-9(cc).

5 yrs*

Destroy

0034-0000

Notices and Other Papers, Authorized or Required
by Law to be Filed But NOT Recorded and Not
Involving Title to Real or Personal Property or to
Proceedings or Actions in Any Court

*Retention period prescribed by law. NJSA
47:3-9(dd).

10 yrs*

Destroy

0035-0000

Oaths of Office

Signed oaths and indexes thereto.

*Retention period prescribed by law. NJSA
47:3-9(ee).

5 yrs after
term of office*

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

17 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0036-0000

Old Age Assistance Records - Pledge of Real or Personal Property as a Guarantee for the Reimbursement of Funds

Includes: certificate of amount of assistance advanced, notice of reimbursement agreement, record of certificates in reimbursement, agreement, record of certificates in reimbursement, agreement books and indexes thereto. NJSA 44:7-15.

20 yrs after reimbursement

Destroy

0037-0000

Passport Records - Register

10 yrs after final entry

Destroy

0038-0000

Personal Property Records, Title To (Hard Copy)

0038-0001

Attachments

Includes: original instruments, registry books, and indexes thereto. Microfilm recommended.

Permanent

Permanent

0038-0002

Disclaimers

Includes original instruments, books of disclaimers, and indexes thereto. Microfilm recommended. NJSA 46:2E-2.

Permanent

Permanent

0039-0000

Probation Reports and Papers Relating Thereto

*Retention period prescribed by law. NJSA 47:3-9(hh).

5 yrs after final disposition*

Destroy

0040-0000

Real Property Records, Title to (Hard Copy)

0040-0001

Ancient Deeds (Hard Copy)

Microfilm recommended. NJSA 46:19-1.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C100000	903	18 OF 22
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0040-0002	Deeds (Hard Copy) Includes: conveyances, releases, declarations of trust, letters of attorney for any sale, conveyance, assurance, acquittance or release, leases for life or any term not less than two years, or any assignment thereof absolute, or by way of mortgage or security; agreements for the sale of real estate; written consent of any person to the execution by an executor, administrator with the will annexed or trustee of a power to sell, convey, acquit or release, writings which declare or direct any use or trust of real estate, or which, though made for some other use or purpose, are yet, by the terms of any recordable deed or will which refers to such writing, made to operate as declaration or direction and including subdivisions, original filing instruments, record books and indexes thereto. Microfilm recommended. NJSA 46:19-1.	Permanent		Permanent
[0040-0003]				
0040-0004	Deeds - Duplicates	Periodic review		Destroy
0040-0005	Disclaimers (Hard Copy) Includes: original filing instruments, books of disclaimers, and indexes thereto. Microfilm recommended. NJSA 46:2E-2.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

19 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0040-0006

Judgments (Hard Copy)
Includes: certified copies of final decrees of the former Court of Chancery, final judgments of courts of record of this state and of the United States and certified copies of declarations of taking and of reports of Condemnation Commissioners which have been filed with the Clerk of the Superior Court, or with the Clerk of the United States District Court relating to or in any way affecting title to real estate. Original filing instruments, record books and indexes thereto. Microfilm recommended. NJSA 46:16-1.

Permanent

Permanent

0040-0007

Judgements - Duplicates

Periodic review

Destroy

0040-0008

Settlement Notices (Hard Copy)
Includes original instruments filed in "Notices of Settlement" books and indexes thereto.
**Microfilming recommended.

40 yrs**

Destroy

0041-0000

Real Property Securities Records

0041-0001

Assignments of Mortgages (Hard Copy)
Includes: original filing instruments, registry books, and indexes thereto. Microfilm recommended. NJSA 46:19-1.

Permanent

Permanent

0041-0002

Attachments (Hard Copy)
Includes: original fining instruments, registry books, and indexes thereto. Microfilm recommended. NJSA 46:19-1.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

20 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0041-0003

Discharges of Mortgages (Hard Copy)
Registry books and indexes thereto. Microfilm
recommended. NJSA 46:19-1.

Permanent

Permanent

0041-0004

Mortgage Cancellation Dailies
Day book of mortgages cancelled, for reference.

3 yrs

Destroy

0041-0005

Mortgages (Hard Copy)
Abstract books and indexes thereto. Microfilm
recommended. NJSA 46:19-1.

Permanent

Permanent

0041-0006

Real Property Securities Records
Microfilm recommended.

Permanent

Permanent

0041-0007

Releases (Hard Copy)
Registry books and indexes thereto. Microfilm
recommended. NJSA 46:19-1.

Permanent

Permanent

0041-0008

Tax Sales Records (Hard Copy)
Includes: original filing instruments, registry
books, and indexes thereto. Microfilm
recommended. NJSA 54:5-50 to 5-55.

Permanent

Permanent

0042-0000

Road Records NJSA 27:16-29

0042-0001

Itemized Statements Detailing Costs of
Improvements (Duplicates)

3 yrs after
termination of
contract

Destroy

0042-0002

Ordinances Relating to Public Roads or Streets
Annexed by Municipalities (Duplicates)

1 yr after
submission

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C100000

SCHEDULE NUMBER

903

PAGE NUMBER

21 OF 22

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0042-0003

Resolutions Designating Roads, Real Estate, or Interest Therein to be Acquired, With Attached Map or Maps (Hard Copy)
Microfilm recommended.

Permanent

Permanent

0042-0004

Road Return Books (Hard Copy)
Surveyor's reports prior to construction and/or maps prepared by county engineers (duplicates).
Microfilm recommended.

Permanent

Permanent

0042-0005

Road Vacation Books (Hard Copy)
Microfilm recommended. NJSA 27:4-1.

Permanent

Permanent

0042-0006

Roads and Bridges Records (Hard Copy)
Microfilm recommended.

Permanent

Permanent

0042-0007

Street Name Change Ordinances (Duplicates)

1 yr after
submission

Destroy

0043-0000

Soldier, Sailors and Firemen's Register
Microfilm recommended.

Permanent

Permanent

0044-0000

Stream Encroachment Records (Hard Copy)
Microfilm recommended. NJSA 58:16A-12.

Permanent

Permanent

0045-0000

Surveys, Land Partitions and Lines and Boundaries, Concerning Real Property Settlements

Permanent

Permanent

0046-0000

Weapons/Firearms Records

0046-0001

Copies of Register Entries for the Sale, Lease or Transfer Thereof NJSA 2C:58-2

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C100000

SCHEDULE NUMBER
903

PAGE NUMBER
22 OF 22

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0046-0002	Permits and Applications *Retention period prescribed by law.	2 yrs after expiration*		Destroy
0047-0000	Wetland Applications and Maps (Copies) Originals are maintained by Department of Environmental Protection, Division of Coastal Resources. Also includes a listing of wetlands property owners. NJSA 13:9B.	Permanent		Archives